

U.S. Department of State
INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST U.S. Embassy Ashgabat	2. AGENCY State	3a. POSITION NO. A710 (05, 06, 07)
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3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK. ☐ Yes ☐ No

4. REASON FOR SUBMISSION

- ☐ a. Redescription of duties: This position replaces
Position No. _____, _____ (Title) _____ (Series) _____ (Grade)
- ☐ b. New Position
- ☒ c. Other (explain) Update to duties / responsibilities and to the requirements _____

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority HRO	Language Instructor, FSN-205	06	GMVS	11/26/2013
b. Other				
c. Proposed by Initiating Office				

6. POST TITLE POSITION (if different from official title) English Language Instructor (CAO)	7. NAME OF EMPLOYEE
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8. OFFICE/SECTION Public Affairs Section	a. First Subdivision Cultural Affairs Office
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b. Second Subdivision	c. Third Subdivision
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9. This is a complete and accurate description of the duties and responsibilities of my position. _____ Typed Name and Signature of Employee Date(mm-dd-yy)	10. This is a complete and accurate description of the duties and responsibilities of this position. <div style="text-align: right;">11/25/2013</div> _____ Typed Name and Signature of Supervisor Date(mm-dd-yy)
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11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position. <div style="text-align: right;">11/25/2013</div> _____ Typed Name and Signature of Section Chief or Agency Head Date(mm-dd-yy)	12. I have satisfied myself that this is an accurate description of the position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards. <div style="text-align: right;">11/25/2013</div> _____ Typed Name and Signature of Admin or Human Resources Officer Date(mm-dd-yy)
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13. BASIC FUNCTION OF POSITION

Incumbent uses various modern teaching methods following the provided curriculum and additional materials as well as other resources to teach language to local public at all levels. The instructor also plans and implements language and cultural activities, e.g. conversational classes with native speakers.

14. MAJOR DUTIES AND RESPONSIBILITIES **100 % OF TIME**

Prepares and presents language materials for use by students according to specific curricular requirements. Conducts classes in English, corrects students' errors by example or explanation. Instructs in all skills (reading, writing, listening, pronunciation, conversation) and at all levels through the entire range of course curriculum, covering all aspects of phonology, grammar, and semantics, using explanations in the target language to answer student questions. Conducts guided and free conversation as part of class time and within the limitation of the course, and presenting issued reading material for discussion, translation, and analysis at all levels as appropriate.

Instructs full range of students, starting with the beginner level and ending with above average level. Schedules review of subject matter and tests to determine students' progress.

Responsible for giving out books to students and collecting them prior to students' departure.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. **Education:** College or University studies (at least two years post secondary education) is required.
- b. **Prior Work Experience:** Minimum one year of experience in positions requiring the application of instructional skills, processes, and techniques is required.
- c. **Post Entry Training:** Training in using the interactive board will be provided. Additional training through workshops with visiting English language specialists.
- d. **Language Proficiency:** Level IV (Fluency) Speaking/Reading/Writing English is required. Level IV (Fluency) Speaking/Reading/Writing Russian or Turkmen is required.
- e. **Job Knowledge:** Knowledge of language training methods, concepts, methodologies and techniques. Excellent knowledge of grammar, idiom, syntax and pronunciation of English is required. Must know how to use MS Windows and MS Office applications. Must know how to use the Internet for research purposes. General information about the host country/region. Basic knowledge of U.S. culture and history
- f. **Skills, and Abilities:** Must be able to constantly adjust rate of coverage and level of material taught, depending on students' abilities and needs. Ability to communicate effectively with students. For more advanced classes researches and adapts teaching material. Must be able to use standard computer software (Microsoft Word, Excel, etc.) as well as authorized language training software.

16. POSITION ELEMENTS

- a. **Supervision Received:** Reports directly to Education Program Assistant.
- b. **Supervision Exercised:** None
- c. **Available Guidelines:** Teaching methodology materials available.
- d. **Exercise of Judgment:** Expected to exercise good judgment in identifying students' level and potential, identifying individuals' needs and limitations, and changing teaching strategy accordingly. Expected to deal with difficult students with patience.
- e. **Authority to Make Commitments:** None
- f. **Nature, Level, and Purpose of Contacts:** Contact with the public, other language professionals to obtain or exchange information on teaching techniques and methodologies.
- g. **Time Expected to Reach Full Performance Level:** Immediately.